

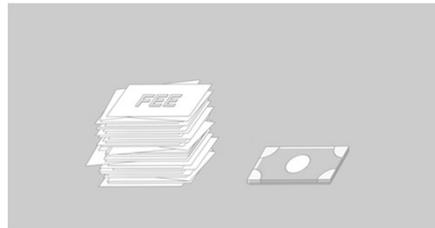


CLERK FEES / RECONCILIATIONS

June 2019

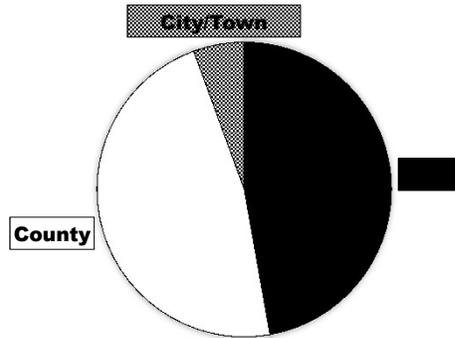
FILING FEES BY CASE TYPE

- What is Included:
 - ▣ Divided by Case Type
 - ▣ Name and Amount of Fee
 - ▣ Applicable Indiana Code Reference
 - ▣ Notes
 - ▣ Reference to the Distribution of Court Fees Schedule



DISTRIBUTION OF COURT COSTS AND FEES

- What is Included:
 - ▣ Name of Fee Collected
 - ▣ Distribution Percentages
 - ▣ Applicable Indiana Code Reference
 - ▣ Legend – Funds Collected are received to



FEES Continued....

- Reminders:
 - ▣ Fees remitted should be receipted and posted promptly (at the time of the transaction)
 - ▣ Receipts should be issued for ALL collections
 - ▣ An approved OR a prescribed receipt is to be used
 - ▣ Proper Internal Controls should be in place for handling collection
 - ▣ Employees handling collections should be properly bonded (At Least \$5,000)



RECONCILING



Anyone ever felt like this???

RECEIPTS & DEPOSITS

- Cash Drawers should be counted and reconciled with applicable reports every day
- Daily Deposits REQUIRED for amounts over \$500

END GOAL

Collections = Receipts Posted = Deposit

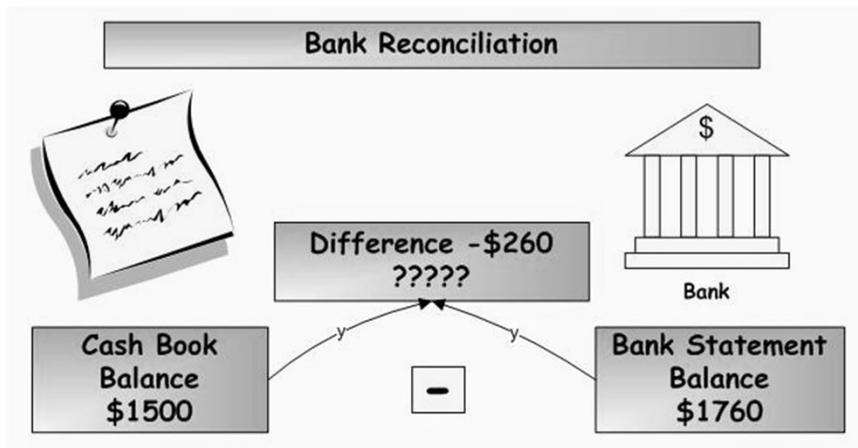


RECONCILING

- Bank Statements must be reconciled at least monthly per IC 5-13-6-1(e).
- Subsidiary ledgers and control ledgers should be routinely reconciled.
 - Example: Trust ledger



RECONCILING Continued...



MONTHLY REPORT

20 PROOF (Line 10)		<u>\$ 1,642,735.74</u>	
DEPOSITORY RECONCILEMENT			
21 Balance in all depositories (bank statements)	\$ 1,610,657.83		← Bank Statement Balance
22 Deduct outstanding checks (from schedule)	\$ 94,186.55		← O/S Check Detail
23 Net depository balance	\$ 1,516,471.28		
24 Deposits in transit	\$ 9,115.57	(1 dep from 5/31 & 2 efile deps)	
25 Outside Investments	\$ 116,975.00		
26 INTEREST BEARING TRUST ACCOUNT	\$ (169.11)		← Bank Statement
27 MISC RECONCILING ITEMS (See attached)	\$ (57.00)	(\$25.00 NSF Ck & \$32.00 ck outside date range)	← Support
28 Participant recoupments (short)			
29 Agency recoupments			
30 Balance in all depositories (line 14)	<u>\$ 1,642,335.74</u>		← \$ 1,642,735.74
31 PROOF	<u>\$ 1,642,335.74</u>		← \$ -

GATEWAY UPLOADS

- ❑ Required to upload monthly
 - ❑ Bank Reconciliation
 - ❑ Cash Balance Report (Ledger)



- ❑ Due Dates:
 - ❑ January monthly files – March 15th
 - ❑ February monthly files – April 15th
 - ❑ March monthly files – May 15th
 - ❑ April monthly files – June 15th
 - ❑ May monthly files – July 15th
 - ❑ June monthly files – August 15th
 - ❑ July monthly files – September 15th
 - ❑ August monthly files – October 15th
 - ❑ September monthly files – November 15th
 - ❑ October monthly files – December 15th
 - ❑ November monthly files – January 15th
 - ❑ December monthly files – February 15th

QUESTIONS?

